

DCARC Defense Cost & Resource Center

EVM Central Repository Submitter Guide



4/10/2013



Submitter Training

OSD

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the EVM-CR system:
 - Obtaining an ECA Client Certificate
 - Requesting a DCARC Portal account
 - Uploading Documents

ECA Certificate

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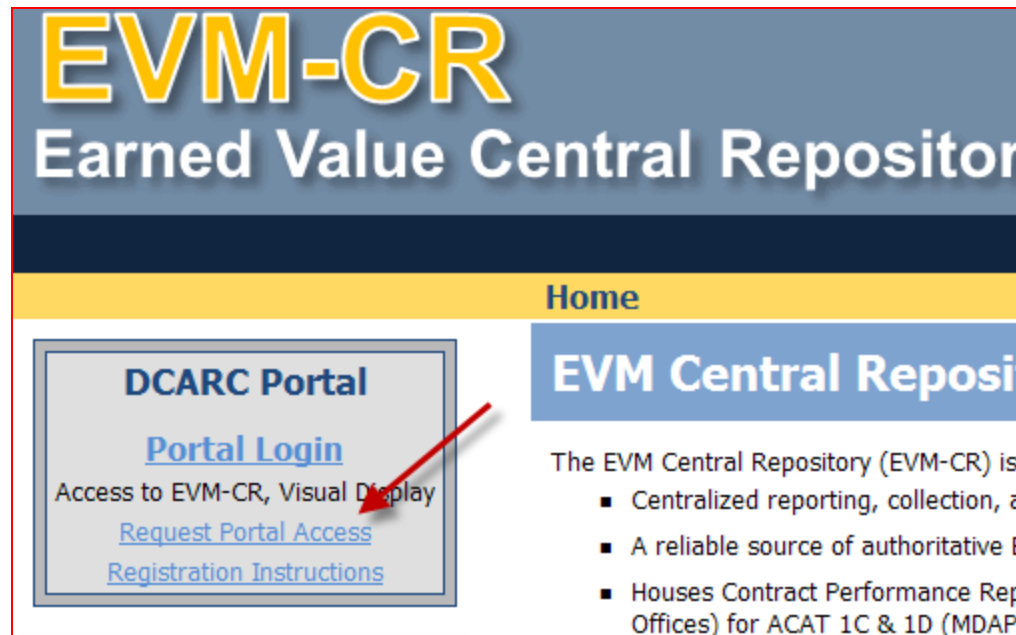
- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>



Requesting an Account

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- Please choose the request access link as shown below
<http://dcarc.cape.osd.mil/EVM/EVMOverview.aspx>




- Please contact us at DCARCSupport@Tecolote.com if you already have a DCARC Portal account and require the EVM Submitter role added to your user profile.



Accessing the EVM Website

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- Once your access is approved. Log in to the DCARC Portal and click the EVM Website link as shown here to access the EVM Central Repository.



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When this document is printed,
it needs to be stamped top and
bottom with the appropriate
classification.

Username: EVM Submitter **Roles:** EVM_Submitter

Home **Contact Us**

Knowledge Portal Home

DCARC Applications

- [EVM](#) - Submit & Review of CPR, CFSR, & IMS

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request a new contract be added to the portal](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)



REPORT TYPES

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- The report type names have been changed to reflect the new IPRM requirements. Below is a chart that explains how these new reporting types relate to the legacy report types.

New Report Type	Legacy Report Type
IPMR Cost	CPR (Winsight XML or TRN/EDI)
Formatted Cost	CPR (Human Readable Version pdf, xls, etc.)
CFSR	CFSR
IPMR Schedule (Format 6)	New
Native Schedule	Native
History IPRM Format 7	WSA or All Periods XML file



File Types

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- When uploading a submission, you must identify a file type consistent with the expected file type identified by the requirement you selected. Example: if IPMR Cost is the selection you chose, you will have the option of submitting an IPR Cost (XML/TRN) file or Other.
- File type Other is to be used only for supplemental information.
- IPMR Cost submissions should contain the XML or TRN file.
- IPMR Formatted Cost should contain a human readable file such as a PDF file. All files should be labeled with the appropriate file type.



File Types

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- CFSR – CFSR File type should be selected.
- IMPR Schedule (IMS) – this is the native format of the IMPR or IMS Schedule.
- IMPR Formatted Schedule - this is the new XML IMPR version of the schedule.



UPLOAD HOME: Current Requirements

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- The screen shot below represents what you will see when going to UPLOAD HOME. All requirements for your assigned contracts will be displayed.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Current Requirements Task Submission Status Assigned Contracts Submission History

Open and current submission requirements

1 2 3

Program	Contract	Task	Year	Month	IPMR Cost	Formatted Cost	IPMR Schedule	Native Schedule	CFSR	History
			2013	2	Not started	Not started		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	
			2013	2	Not started	Not started			Not started	Not started
			2013	2	Not started	Not started		Not started		
			2013	2	Not started	Submitting		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	Not started
			2013	2	Not started	Not started		Not started	Not started	Not started

1 2 3

All assigned Programs - Contracts and Tasks will be listed here

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- Submitted on Time
- Submitted Late
- Rejected - not re-submitted
- Submission in Submitting
- Not Due Yet
- Missing
- Not Required this period
- Not required on this task
- No Data





UPLOAD HOME: Assigned Contracts

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- The Assigned Contracts tab under UPLOAD HOME provides a listing of all contracts you have assigned to you.
- If you are missing a contract assignment, please contact your government program office Lead Reviewer.
- If you do not know who that is, please contact the Help Desk at DCARCSupport@Tecolote.com.



UPLOAD HOME: Submission History

OSD

- The Submission History tab will list all submissions for your assigned contracts and the status of each.

Upload Home
(*** EVM Data Only, No CSDR Data ***)

Current Requirements Task Submission Status Assigned Contracts **Submission History**

Search Submission History

Submission ID: Contract Number:

Submission Status: Any Status Program: All Programs

Report Date After: Report Date Before:

1 2 3 4 5 6 7 8 9 10 ...

Submission ID	Report Types	Report Date	Submission Date	Prime Contract Number	Program Name	Last Status Date	Last Status Set By	Status
18900	Formatted Cost			189000-00-0-0000	189000-00-0-0000	3/14/2013	Jen Homer	Submitting
18885	IPMR Cost	2/24/2012	3/14/2013	188850-00-0-0000	188850-00-0-0000	3/14/2013	Jen Homer	Published
18882	IPMR Cost			188820-00-0-0000	188820-00-0-0000	3/11/2013	Jen Homer	Submitting
18873	IPMR Cost	2/28/2010		188730-00-0-0000	188730-00-0-0000	3/11/2013	Jen Homer	Submitting
18862	IPMR Cost			188620-00-0-0000	188620-00-0-0000	3/8/2013	Jen Homer	Submitting
18859	IPMR Cost	3/30/2012	3/7/2013	188590-00-0-0000	188590-00-0-0000	3/11/2013	Jen Homer	Published
18853	IPMR Cost			188530-00-0-0000	188530-00-0-0000	3/6/2013	Jen Homer	Submitting
18852	IPMR Cost	11/23/2012	3/6/2013	188520-00-0-0000	188520-00-0-0000	3/6/2013	Jen Homer	Pending
18845	IPMR Schedule			188450-00-0-0000	188450-00-0-0000	3/5/2013	Eric Guerber	Submitting
18844	IPMR Schedule			188440-00-0-0000	188440-00-0-0000	3/1/2013	Jen Homer	Submitting

1 2 3 4 5 6 7 8 9 10 ...

All assigned Programs and Contracts will be listed here



Uploading a Submission

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- From the Upload Home tab, click the Current Requirements tab.
- Locate the item you are ready to submit and click on the underlined link as shown here.

<u>Program</u>	<u>Contract</u>	<u>Task</u>	<u>Year</u>	<u>Month</u>	<u>IPMR Cost</u>	<u>Formatted Cost</u>	<u>IPMR Schedule</u>	<u>Native Schedule</u>	<u>CFSR</u>	<u>History</u>
			2013	2	<u>Not started</u>	<u>Not started</u>		<u>Not started</u>	<u>Not started</u>	<u>Not started</u>

Click on the "Not Started" link to begin an IPMR Cost Submission. (If overdue this link will say Is Due and color will be RED).



Uploading a Submission

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- Once you have selected the submission you intend to upload you will see the UPLOAD SUBMISSION page.
- Click Browse to search for your file and select a file type.

The screenshot shows the "Upload Submission" page in the PARCA system. At the top, there are links for "Back" and "Cancel Submission". Below this, the page title "Upload Submission" is followed by fields for "Program:", "Contract:", "Report: IPMR Cost", "Month, Year: Feb , 2013", and "Submission ID:". A tab labeled "Files" is active. A red box with the text "Click here to Browse for file." points to the "Browse..." button. Below this, a section titled "Uploaded files may be of the following type(s):" lists "IPMR Cost files (839 EDI, wInsight XML, and CFR Format 1-4 UN/CEFACT XML) - At least 1 file is required before submit." A "Caution: The total size of each file must be less than 300 mb." is displayed. The "Select a file to Upload" section contains a "Browse..." button, a "Please select a File Type" dropdown menu, a "File Comment:" text field, and an "Upload" button. A red box with the text "Select a file type" points to the dropdown menu, and another red box with the text "Click Upload" points to the "Upload" button. The "Uploaded Files" section at the bottom shows "There are no files uplo".



UPLOADING:IPMR Cost File

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- When you upload a IPMR Cost or Legacy CPR file you will be brought to a screen that shows you the data extract from the file as shown above.
- Please select the appropriate option and click Continue.

Processed CPR

Submission Options

Please review the CPR processing results below and choose one of the 3 options before continuing.

☒ Accept and upload another file
☐ Accept and continue
☐ Delete and upload a different file

Continue

File Details

File Name	File Type	File Level
2012_03_30.TRN	IPMR Cost	Total

Current Period Information

Current Period

Report from: 2/25/2012 To: 3/30/2012

Report Information

Program Name	Phase	Contract Number	Contract Type
...

Contractor	CPR Precision	CPR ID	Final CPR
...	0	159592	Yes

File Periods: 1 of 1

View	Report To	Final CPR
...	3/30/2012	Yes

When uploading an IPMR Cost file, the data extract will be displayed below. Please select an option and press continue.

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- [Back](#) | [Cancel Submission](#)

Upload Submission

Program:
 Contract:
 Report: **IPMR Cost** Month, Year: **Mar , 2012** Submission ID:

[Files](#)
[CPR Data](#)
[Review & Submit](#)

[Next Step](#)

View	File Name	File Type	File Level	First Period	Latest Period	Submission's Final CPR ID
	2012_03_30.TRN	IPMR Cost	Total			159592

[Next Step](#)

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Report Date

- When continuing to the Review & Submit tab, you will see the Report Date field.
- If you are submitting an XML, TRN or WSA file this date will be populated automatically with the date derived from the file.
- If you are submitting another report type you will be required to enter this date.
- Click Save Submission.
- Verify all information is correct.
- Click Submit.

Submission Confirmation

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Once you press the Submit button all Reviewers and Submitters assigned to the contract will receive an automated email message alerting them to the submission.

If you have any questions please contact
DCARC Support
DCARCSupport@Tecolote.com